

**OFFICE OF PUBLIC INSTRUCTION**

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Linda McCulloch  
Superintendent

July 2004

Please discard old forms.

TO: County Superintendents

FROM: Joan Anderson, Division Administrator

RE: **COUNTY FORMS PACKET -- June 2004**

Each of the forms listed below are posted on the OPI website. Under the "Action Required" column is a direct link to each form.

Form No.	Form Name	Action Required	Send to OPI?
FP-6a	County Treasurer's Statement to the County Superintendent of Schools – district data  [For reference only. Link to the form was also sent to the County Treasurer]	1. Co. Treasurer will submit this form to you by July 10 for each district.  2. Use info from this form to verify bond information and cash balances for school trustees' financial summaries.  <a href="http://www.opi.state.mt.us/pdf/SchoolFinance/forms/FP6a.pdf">http://www.opi.state.mt.us/pdf/SchoolFinance/forms/FP6a.pdf</a>	No.
FP-6b (FY04)	County Treasurer's Report of Countywide School Funds – county data  [Electronic spreadsheet was also sent to Co. Treasurer]	1. Co. Treasurer will submit this form to you by July 10.  2. Review, and complete FP-7 Tuition Report, if needed.  <a href="http://www.opi.state.mt.us/PDF/SchoolFinance/forms/04FP6B.xls">http://www.opi.state.mt.us/PDF/SchoolFinance/forms/04FP6B.xls</a>	To OPI by August 15.
FP-7	County Payments for Tuition	File with FP-6b if your county paid tuition during the last school year for state and court placements.  <a href="http://www.opi.state.mt.us/pdf/SchoolFinance/forms/FP7.pdf">http://www.opi.state.mt.us/pdf/SchoolFinance/forms/FP7.pdf</a>	To OPI with FP-6b by Aug. 15.
FP-8a	Joint District Basic Data Transmittal Form	1. Non-located county, fill out section I, II and IV and send this to located county for each joint district by August 16. 2. Located county, fill out section III and IV and return to non-located county by August 20.  <a href="http://www.opi.state.mt.us/pdf/SchoolFinance/forms/FP8a.pdf">http://www.opi.state.mt.us/pdf/SchoolFinance/forms/FP8a.pdf</a>	No.

(OVER)

Form No.	Form Name	Action Required	Send to OPI?
FP-8b	Joint District Tax Levy Summary	<p>1. Located County, send to non-located county by third Monday in August (August 16).</p> <p>2. Co. Supts of non-located counties of joint districts - use FP-8b to notify commissioners mill levies for the joint district.</p> <p><a href="http://www.opi.state.mt.us/pdf/SchoolFinance/forms/FP8b.pdf">http://www.opi.state.mt.us/pdf/SchoolFinance/forms/FP8b.pdf</a></p>	No.
FP-10a	Retirement and Transportation Fund Mill Levy Calculation Worksheet	<p>Worksheet to budget county retirement levy and county transportation levy and report to OPI under MCA 20-3-209 (SB 97).</p> <p>Obtain "Net District Requirements" for this form from districts' and/or coops' budgets and FP-8b if applicable.</p> <p><a href="http://www.opi.state.mt.us/PDF/SchoolFinance/forms/FP10A.xls">http://www.opi.state.mt.us/PDF/SchoolFinance/forms/FP10A.xls</a></p>	To OPI by August 25.
FP-15	<p>Tuition Report</p> <p>[For reference only. Link to the form was also sent to each district.]</p>	<p>Districts should submit this form to county superintendent by July 15 to report in-state students attending their schools in FY04 under mandatory attendance agreements, resident students attending out-of-state, and resident students attending day treatment programs under approved IEPs at private, non-sectarian schools for which they paid tuition during FY04.</p> <p>To avoid duplication of payment, compare this form with your FP-7 list of county-paid state and court placements.</p> <p><a href="http://www.opi.state.mt.us/pdf/SchoolFinance/forms/FP15.pdf">http://www.opi.state.mt.us/pdf/SchoolFinance/forms/FP15.pdf</a></p>	<p>To OPI by July 30.</p> <p>[Districts that paid tuition for students attending out-of-state (FP-15, Section II) and attending out-of-state and day treatment programs (FP15, Section III) must submit this form to OPI by July 30 to qualify for ANB reimbursement.]</p>

The following link will take you to the Forms and Publications page that contains all of the forms listed above:

<http://www.opi.state.mt.us/schoolfinance/forms.html>

After we've received all your districts' budgets (due to OPI September 9), OPI will send you a copy of the FP-9 Verification of Mills requesting the number of mills actually levied by the Commissioners.

If you have questions, please call Bonnie Maze at 444-3249 or Nancy Hall at 444-9852.